

QUICK REFERENCES FOR

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INTEGRITY

PREFACE

Quick References for Database Integrity has been developed by combining DLAM 8000.3, Part 2, Chapter 1 paragraphs (which appear as regular typing) with the associated DLAM 8000.3, Part 1, Chapter 5, codes (which appear inside a blocked outline). The April 1998 version of DLAM 8000.3 was used verbatim. This guide is intended to provide a tool for the user to quickly find and view the descriptions in Part 2, Chapter 1, and the codes in Part 1, Chapter 5, of DLAM 8000.3 without the necessity of flipping back and forth between parts and chapters. Users should be alert to revisions of DLAM 8000.3 which could change the information in this guide.

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2.1.6 CAR PARTS AND SECTIONS

A CAR Part assignment refers to the degree of attention and management that the ACO is expected to give to that contract; where, a CAR Section assignment refers to the activity status of the contract. Further explanation is below.

2.1.6.1 PARTS OF THE CAR

a. Part A - (CAR output UYCM16) Contracts entered into this part are expected to require extensive controls because of special requirements contained within the contract. These contracts also require a certification of completion by the ACO (DD Form 1593, DD Form 1594, ACO Signature on Final Voucher, or Final Payment NLA); see chapter 7 of this part for processing of the Final Payment (NLA) before they are closed out of the system. Contracts entered in this part may be either prime or support so long as the ACO Function is required (Functional Limitation Code 6). This part contains sections 1 through 5, 8, and 9 (described in paragraph 2.1.6.2 below). Sections 8 and 9 are not printed in the CAR listings.

b. Part B - (CAR output UYCM17) Contracts entered into this part are expected to require few or no controls and will be administered by the ACO on a management by exception basis. For these contracts, completion and final payment notices are system generated. Only prime administration contracts will be entered into this part. This part contains sections 1, 2, 4, 5, 8, and 9 (described in paragraph 2.1.6.2 below). Sections 8 and 9 are not printed in the CAR listings.

c. Part C - (CAR output UYCM18) Contracts entered into this part have been received for support administration by one or more of the Contract Management functional elements, except for Functional Limitation Code 6, ACO Function which is assigned to Part A. (Functional Limitation Code 1, Quality support assignments should not appear anywhere in the CAR without another Contract Management functional element also assigned). This part contains only section 1, 5, 8, and 9 (described in paragraph 2.1.6.2 below). Sections 8 and 9 are not printed in the CAR listings.

d. Part D - (CAR output UYCM 19 and 21) This part consists of summary data for successive levels of management. It provides information concerning volume, status and nature of contracts in parts A, B and C. (Sections 1 through 5 only, as applicable to the specific part. Does not contain sections 8 or 9 data).

1.5.2.13 CONTRACT ADMINISTRATION REPORT PART NUMBER CODES

| <u>CODE</u> | <u>EXPLANATION</u> |
|-------------|--------------------|
| A | CAR Part A |
| B | CAR Part B |
| C | CAR Part C |
| D | CAR Part D |

2.1.6.2 SECTIONS OF THE CAR

a. Section 1 - Active contracts, i.e., contracts on which delivery/ acceptance, performance of services, or work statement requirements have not been completed; or, the option period or ordering period has not expired. This section is found in parts A, B, and C of the CAR.

b. Section 2 - Physically completed prime contracts for which final payments and/or certifications of completion have not yet been made. This section is found only in parts A and B of the CAR. NOTE: If by error a support contract in A or C is in section 2, it must be moved to section 1 to closeout. R2 remarks are unique to this section (see subparagraph 2.1.5b).

c. Section 3 - Dormant contracts, i.e., contracts on which performance has ceased, but which cannot be closed until after the occurrence of an event/occurrence that is clearly beyond the ACO's control. This section is found only in Part A of the CAR. R3 remarks are unique to this section (see subparagraph 2.1.5c)

d. Section 4 - Payment Adjustment. Contracts are entered into this section by either the system or the DFAS and are retained there until payment/CLR adjustments have been made. This section is found only in parts A and B of the CAR. The system may move a contract from section 5 to 4 during end of month processing due to Unliquidated Obligation (ULO) balance on CLR. R4 remarks are unique to this section (see subparagraph 2.1.5d).

e. Section 5 - Closed contracts, i.e., those contracts that were closed during the reporting period. This part is found in parts A, B, and C.

f. Section 8 - Computer assigned section number, at end of month processing, for all contracts that were assigned to CAR Section 5 during the month. Section 8 will not be found in the CAR output products; however, is reflected online.

g. Section 9 - Computer assigned section number for all contracts that are section 8 at end of month processing. On a monthly basis the system reviews all section 9 contracts to determine if the closed date is equal or greater than six months old. If the closed date is greater, the contract and inventory level data will be deleted from the data base. Section 9, like section 8, will not appear in the CAR output products but is reflected online.

1.5.2.11 CONTRACT ADMINISTRATION REPORT (CAR) SECTION NUMBER CODES

| <u>SECTION NUMBER</u> | <u>EXPLANATION</u> |
|---------------------------|---|
| 1 | Active Contracts a. In CAR Part A, Contracts on which Acceptance of Supplies, Performance of Services, or work statement requirements is not complete; b. In CAR Part B, Contracts on which Acceptance is not complete; c. In CAR Part C, Contracts on which Performance of Delegated Assignment is not completed. d. Contracts requiring reconciliation of payment record must remain in Section 2. An Inter-Office Memorandum, letter or E-mail must be sent to the Office of Comptroller/DFAS requesting assistance in closing out the contract. The ACO must assure the contract closeout will occur in the required time frame specified by DFARS. |

SECTION
NUMBER

EXPLANATION

- 2 Physically Completed Contracts
- a. In CAR Part A, Contracts on which Supplies and Services are completed and accepted, but Contract Administration Action is still required for closure;
- b. In CAR Part B, Contracts on which Acceptance is complete, but Final Invoice has not been paid;
- c. In CAR Part C, there is no section 2.
- 3 Dormant Contracts - CAR Part A only
- a. Contracts on which one of the following is pending: Complete Termination, Partial Termination (if nonterminated portion of contract is physically complete) public law claim, disputes before board of contract appeals, determination involving labor law, investigation by the Office of Special Investigation (OSI) and the Federal Bureau of Investigation (FBI), litigation including tax matters, final disposition of contracts terminated for default and contingent value engineering payments;
- b. The above definition covers each contract which is specifically listed in the litigation, Armed Services Board of Contract Appeals (ASBCA), but not those which may be affected by the action. However, contracts which may be affected by Litigation, ASBCA, held by the same contractor or, in some cases, a different contractor (prime-sub relationship, precedence involved) may be transferred to section 3 after file documentation and approval by the head of the applicable contract administration element.
- 4 Payment Adjustment
- a. This section consists of part A and B prime contracts - (1) reopened by the finance office for payment adjustments and/or collections and (2) contracts mechanically moved from section 5 to section 4 during monthend process due to ULO balances on the CLR.
- b. No section 4 in CAR Part C.
- 5 Closed Contracts
- a. In CAR Parts A and B, contracts closed during the reporting period;
- b. In CAR Part C, single/multi assignments completed during the reporting period.
- 8 Computer assigned section number, at end-of-month processing, for all contracts that were assigned to CAR

2.1.5 CAR REMARKS - R CODED REMARKS, SPECIAL CONTRACT PROVISION (SP) CODES, AND FUNCTIONAL LIMITATION (FL) CODES

While the CAR output products show all of the above remarks and codes in the Remarks area of the CAR; the online applications have separate fields and separate screens for their input and viewing, i.e., they are not displayed on the Remarks Screen. (See part 1, chapter 6, Inquiries; part 2, chapter 7, Input Procedures; part 1, chapter 4, Support Contracts). Each category will be described below.

2.1.5.1 R CODED

There are nine types of R coded remarks that might appear in the CAR for any contract. Those remark types are identified as R1, R2, R3, etc. A short description of each remark provides the existing coded and uncoded remarks, dates and reason codes that might appear in the CAR for any contract. The nine types of remarks that might be used for a contract are described below.

a. R1 - This remark will be entered for all support assigned subcontracts and SBA Section 8(a) contracts. It consists of the Prime Contract PIIN, and the Prime Contractor's Name. This remark is input by the DFAS for SBA Section 8(a) contracts. Prime assigned DOE contract numbers must be entered as an R1 remark due to the reconfiguration of the PIIN.

b. R2 - This remark will be system generated for every contract with Production Surveillance Category Codes 1, 2, and 3. It also is system generated for contracts manually moved to section 2. This record contains, completion date (CMPL); date moved to section 2; the contract final acceptance date (FAD); contract closing overage date (OVG); the estimated closing date (ECD), and the reason the contract is overaged (RSN-CDS). The overage date is inserted automatically into the record based on physical completion date and the type of contract. The estimated closing date is inserted by the ACO when it is determined that the contract will be completed at a date later than the overage date. When an (ECD) is entered by an ACO, a reason code for the delay in closeout will also be entered. See part 1, chapter 5, R2 Overage Reason Code, for code selection and part 2, chapter 7 for input instructions.

1.5.2.22 R2 OVERAGE REASON CODES

| <u>CODE</u> | <u>EXPLANATION</u> |
|-------------|--|
| A | Contractor has not submitted Final Invoice/Voucher |
| B | Final Acceptance not received. |
| C | Contractor has not submitted Patent/Royalty Report |
| D | Patent/Royalty Clearance required. |
| E | Contractor has not submitted proposal for Final Price Redetermination. |
| F | Supplemental Agreement covering Final Price Redetermination required. |
| G | Settlement of Subcontract required. |
| H | Final Audits in Process. |
| J | Disallowed Cost Pending. |
| K | Final Audit of Government Property Pending. |
| L | Independent Research and Development Rates Pending. |
| M | Negotiation of Overhead Rates Pending. |
| N | Additional Funds Required but not yet received. |
| P | Reconciliation with Paying Office and Contractor being accomplished. |

| <u>CODE</u> | <u>EXPLANATION</u> |
|-------------|---|
| Q | Armed Services Board of Contract Appeals Case. |
| R | Public Law 85-804 Case. |
| S | Litigation/Investigation Pending. |
| T | Termination in Process. |
| U | Warranty Clause Action Pending. |
| V | Disposition of Government Property Pending. |
| W | Contract Modification Pending. |
| X | Contract Release and Assignment Pending. |
| Y | Awaiting Notice of Final Payment. |
| Z | Disposition of Classified Material Pending. |
| 1 | Reserved |
| 2 | Reserved |
| 3 | Reserved |
| 4 | Reserved |
| 5 | Reserved |
| 6 | Fee Withheld (Fee is being withheld because a question about the fee must be resolved before final payment can be made and the contract can be closed). |

- c. R3 - This remark is the record entry of the movement of a contract to section 3 of the CAR. It includes the Date First Shown (DFS) in section 3, Reason for Dormancy Code, and a description of the code. (See part 1, chapter 5, Record Dormant Reason Codes, for a listing of applicable codes.) When a contract is moved from section 2 to section 3, the R2 remarks will be displayed automatically in the R6 line. (See DLAM 8105.1, 4.804-6, Reporting of Overage Contracts in CAR section 3, for additional update requirements of R6/R2 data).

1.5.2.35 RECORD DORMANT REASON CODES

| <u>CODE</u> | <u>EXPLANATION</u> |
|-------------|--|
| BCA | Armed Services Board of Contract Appeals (ASBCA) Case |
| TERM-C | Termination for Convenience |
| PL | Public Law-Claim Pending (e.g., PL 85-804) |
| BKRPT | Bankruptcy |
| CIL | Contractor in Litigation |
| CLL | Under Investigation |
| GUA | Contract containing provisions for extended testing periods after shipment and before final notice of acceptance from An estimation where final payment is withheld from contractor. |
| LLD | Labor Law Determination |

d. R4 - This remark is restricted for use only by DFAS in conjunction with its responsibility (payment) for CAR. Each contract, call or order listed in section 4 (Part A and B) of the CAR must contain an R4 record with a reason. The record contains the common data elements and the date the contract first appeared in section 4.

e. R5 & R6-RMKS. ADMINISTRATIVE CONTRACTING OFFICER UNCODED REMARKS (43A/N) - Up to 43 spaces/positions can be entered for uncoded messages. Since the R5 and R6 are often shared fields between the DFAS and Contract Management it is important not to wipe out existing remarks that the DFAS may have entered. For example the ACO wants to add the statement ACO RFV 84365 on the R5 line and the existing R5 shows MILSTRIP. In order to maintain the DFAS Remark position the cursor to one space beyond MILSTRIP - and start entering the ACO Remark. If the existing R5 or R6 Remarks are an ACO Remark that is no longer valid, start entering at the beginning and the change will overlay what was there. NOTE: For R6-RMKS, when the contract moves from section 2 to section 3 of the CAR, the R-2 data is automatically moved to the R6 field and stored, therefore overlaying any previous data in the R6 field.

(1) For BOAs, BPAs and Indefinite Delivery Type contracts, the DFAS uses the R5 to record the ordering period expiration date.

(2) When the contract is in section 3 with a VE Code indicated, the ACO should include an in-the-clear narrative, VE Payments Through (year and Julian date).

(3) The ACO may also use the R5 and R6 to provide suspense controls when appropriate, such as when certification of source-directed procurement of component is required.

(4) Reopen-OL will appear as an R5 for contracts reactivated to Section 1 by DFAS

f. R7 - This remark is normally system-generated and records the date of the issuance or the processing date of the Final Pay NLA, Dollar Value of DOE contracts received for administration, may be entered here by DFAS. When a DOE contract has been received for closeout, DOE CLOSEOUT will appear in this remark. The Dollar Value of a support contract may be entered here by the ACO.

g. R8 - RDFs (Revised Delivery Forecasts) will automatically generate an R8 remark (enter or update, based on the last RDF processed). An R8 remark will be input by Program and Technical Support when submitting DD Form 375-2/DD Form 375 data containing forecasted delivery schedule data for a delinquent or anticipated delinquent contract. Reason for Delay Codes are listed in part 1, chapter 5. The first position is used to identify the Agent causing the delay in contract delivery. The second and third positions are the basic reason for delay followed by the modifier of the reason for delay.

In addition, the PSCN application will automatically generate R8 transactions containing Production Complete Remarks. Entries of TERMCON (Terminated for Convenience; TERMDEF (Terminated for Default); CANCEL (Cancellation); and TRANOUT (contract transferred out) may also appear in the R8 from Production input.

1.5.2.24 REASON FOR DELAY CODES

First position of Reason for Delay Code. A one position field used to identify the Agent causing a delay in contract delivery.

| <u>CODE</u> | <u>EXPLANATION</u> |
|-------------|--------------------|
| G | Government |
| K | Contractor |
| U | Unknown |

| <u>CODE</u> | <u>EXPLANATION</u> |
|-------------|---|
| A1 | Design and engineering problem, ECP/VECP action pending. |
| A2 | Design and engineering problem, part number feasibility being studied. |
| A3 | Design and engineering problem, method interchangeability being studied. |
| A4 | Design and engineering problem, software development. |
| A5 | Design and engineering problem, software integration. |
| A6 | Design and engineering problem, hardware integration. |
| A7 | Design and engineering problem, software redesign required. |
| A8 | Design and engineering problem, mechanical redesign required. |
| A9 | Design and engineering problem, electrical redesign required. |
| B1 | Specifications, drawings, or technical data, submitted late. |
| B2 | Specification, drawings, or technical data, approved late. |
| B3 | Specification, drawings, or technical data, inadequate. |
| B4 | Specification, drawings, or technical data, defective. |
| B5 | Specification, drawings, or technical data, change Request for deviation. |
| B6 | Specification, drawings, or technical data, change request for waiver. |
| B7 | Specifications not received by contractor. |
| B8 | Drawings not received by contractor. |
| B9 | Obsolete/incorrect drawings or specifications. |
| C1 | Production facility, inadequate space/physical layout. |
| C2 | Production facility, inadequate equipment. |
| C3 | Production facility, inadequate equipment capacity. |
| C4 | Production facility, safety violation. |
| C5 | Production facility, health violation. |
| D1 | Special tooling or test equipment contractor provided, requested late. |
| D2 | Special tooling or test equipment contractor provided, received late. |
| D3 | Special tooling or test equipment manufactured in -house late. |
| D4 | Special tooling or test equipment contractor provided, inadequate. |
| D5 | Special tooling or test equipment contractor provided, defective. |
| D6 | Special tooling or test equipment contractor provided, Not available. |
| E1 | Production - tooling breakdown. |
| E2 | Production - machinery breakdown. |
| E3 | Production - unsatisfactory quality/rework required. |
| E4 | Production - items rejected by QAR. |
| E5 | Production process inadequate. |
| E6 | Production scheduling deficiencies. |

| <u>CODE</u> | <u>EXPLANATION</u> |
|-------------|---|
| G1 | Planning, unrealistic delivery schedule |
| G2 | Planning, untimely purchasing practices. |
| G3 | Planning, inadequate purchasing practices. |
| G4 | Planning, vendor selection inadequate. |
| G5 | Planning, vendor followup inadequate. |
| G6 | Planning, submitted items to packagers late. |
| G7 | Production plan inadequate. |
| G8 | Production plan not followed. |
| H1 | GFM/GFP requested late. |
| H2 | GFM/GF supplied late. |
| H3 | GFM/GFP inadequate. |
| H4 | GFM/GFP defective. |
| H5 | GFM/GFP uneconomically repairable. |
| H6 | Government installation site unavailable. |
| J1 | First article, prototype, lot sample, or test data submitted late. |
| J2 | First article, prototype, lot sample, or test data approved late. |
| J3 | First article, prototype, lot sample, or test data rejected by the Government. |
| J4 | First article, prototype, lot sample, or test data rejected by Government disposition. |
| K1 | Financial problem, filed under chapter 11. |
| K2 | Financial problem, withdrawal of financial backing. |
| K3 | Financial problem, inadequate cash flow. |
| K4 | Financial problem, vendor(s) not paid. |
| L1 | Vendor/subcontractor problem, shop overload. |
| L2 | Vendor/subcontractor problem, material furnished rejected. |
| L3 | Vendor/subcontractor problem, basic material shortage. |
| L4 | Vendor/subcontractor problem, tooling breakdown. |
| L5 | Vendor/subcontractor problem, equipment breakdown. |
| L6 | Vendor/subcontractor problem, scheduling deficiencies. |
| M0 | Reserved for internal Service/Agency use. (DLA uses this code to identify requests for acceleration of delivery). |
| M1 | Contract modification/amendments, in process. |
| M2 | Contract modification/amendments, not received by contractor. |
| M3 | Contract modification/amendments, contractual requirements not definitized. |
| M4 | Contract modification/amendments, requested by contractor. |
| M5 | Termination/cancellation pending. |
| M6 | Contractual delivery date not in conformance with bid proposal. |
| M7 | Contractor misinterpreted contract requirements. |
| N1 | Priority problem, prior receipt of DX rated contract at contractor. |
| N2 | Priority problem, prior receipt of DX rated purchase order/subcontract at vendor/subcontractor. |
| N3 | Priority problem, prior receipt of DO rated contract at contractor. |
| N4 | Priority problem, prior receipt of DO rated purchase order/subcontract at vendor/subcontractor. |
| N5 | Priority problem, accomplished production out of schedule sequence or readiness/acceleration request. |

| <u>CODE</u> | <u>EXPLANATION</u> |
|-------------|--|
| Q1 | Strike, prime contractor. |
| Q2 | Strike, subcontractor. |
| Q3 | Strike, supplier. |
| Q4 | Strike, carrier. |
| Q5 | Strike, other. |
| T1 | Transportation problem, GBL not requested. |
| T2 | Transportation problem, GBL requested late. |
| T3 | Transportation problem, GBL received late. |
| T4 | Transportation problem, carrier deficiencies. |
| T5 | Transportation problem, shipping instructions not requested. |
| T6 | Transportation problem, shipping instructions requested late. |
| T7 | Transportation problem, shipping instructions not received. |
| T8 | Transportation problem, TCN not requested. |
| T9 | Transportation problem, TCN received/requested late. |
| U1 | Unknown/not identified. |
| V1 | Energy shortage, natural gas. |
| V2 | Energy shortage, electricity. |
| V3 | Energy shortage, coal. |
| V4 | Energy shortage, gasoline. |
| V5 | Energy shortage, fuel oil (all types). |
| V6 | Energy shortage, liquified gas (all types). |
| W1 | Delivery documentation, shipped without source inspection or acceptance. |
| W2 | Delivery documentation, shipped without DD Form 250. |
| W3 | Delivery documentation, DD Form 250 prepared incorrectly. |
| W4 | Delivery documentation, unsigned DD Form 250 for destination acceptance items not sent to CAO. |
| W5 | Delivery documentation, shipped without certificate of conformance. |

LENGTH OF DELAY CODES:

1.5.2.80 CAO RDF RECOMMENDATION CODES

| <u>CODE</u> | <u>EXPLANATION</u> |
|-------------|---|
| A | No action, minor delay only. |
| B | Taking action within authorized delegation. |
| c | Extend delivery schedule without consideration. |
| D | Extend delivery schedule with consideration in favor of the Government. |
| E | Terminate contract. |
| F | None. |
| G | Hard copy report to follow within five days. |
| H | Request PCO Issue Cure Notice. |
| j | Request PCO Issue Show Cause Notice. |
| K | Request PCO Issue Modification. |

h. R9 - There are two categories of this coded remark, standard and nonstandard (Special Project R9 Codes). Use of standard coded remarks is mandatory. These remarks are based upon contract clauses/administration requirements. For a list of the codes and explanations, see part 1, chapter 5, Standard ACO Coded Remark (R9) Codes. DFAS is initially responsible for inputting all remarks except R9 22, 46, and 56 which are input by the ACO; R9 55 is the responsibility of the Property Administrator; and R9 63 is input by the Engineer/ACO. The ACO is responsible for inputting suspense dates where needed (R9 16, 18 and 41). See section 2.77, Input Procedures. Alerts will be generated based on the presence of certain R9 codes as described in this chapter, paragraph 2.1.10.

(1) Some R9 codes are automatically generated based on established criteria (See the Part 1, Chapter 5, Standard ACO Coded Remark (R9) Codes for identification of these R9s). The ACO is also responsible for adding missing R9 codes or deleting the inappropriate codes. NOTE: The ACO may only add/change/delete those authorized; otherwise, the ACO is responsible for requesting addition/deletion in the cases where only the DFAS has authorization to make changes. See the notes (#) in Part 1, Chapter 5, Standard ACO Coded Remark (R9) Codes, which identify the codes requiring DFAS processing.

(2) Nonstandard R9 Coded Remarks (Special Project R9 Codes) provide the user with an automated tracking system that can be changed at local level, i.e., it does not require a program change by the design agency to add nonstandard R9 codes to MOCAS tables. Part 1, chapter 7, High Visibility Tracking, describes the process and requirements.

1.5.2.4 STANDARD ACO CODED REMARK (R9) CODES

| <u>CODE</u> | <u>REMARK</u> | <u>EXPLANATION</u> |
|-------------|---|--|
| @*01 | NON-DoD REIMBURSEMENT CONTRACTS Criteria: PIIN is non-DoD | Any contract received for Administration which was issued by a non-DoD Procuring Activity. |
| @#*02 | PATENT RIGHTS REPORT Criteria: Kind of contract is Code 2 (R&D) in the Contract Data Record and/or Patent/Clearance Required (Tec-DATA-Rq) Codes G, Government, Y, R, T, or W of Provision Data Record | Enter code if contract contains any of the following clauses. a. Patent Rights Acquisition by the DAR 7-302.23(a); FAR 52.227-13. b. Patent Rights - Retention by the Contractor, DAR 7-302.23-(b); FAR 52.227-12. c. Patent Rights - Deferred, DAR 7-302.23-(C). d. Patent Rights - Short Forms, DAR 7-302.-23(h); FAR 52.227-11. |

| <u>CODE</u> | <u>REMARK</u> | <u>EXPLANATION</u> |
|-------------|---|---|
| @#*03 | SPECIAL TOOLING REPORT DUE Criteria: Special Tooling field on the Provisions Data | Enter code if contract contains the Special Tooling Clause DAR 7-104.25; Record is S. FAR 52.245-17. |
| @04 | SPARES PROVISIONING | Enter code if provisioning requirements are contained in in the contract. Provisioning items are support type items which include (but are not limited to) spares, repair parts and special support equipment. Provisioning items are usually identified with a Contract Line Item Number (CLIN) or Exhibit Line Item Number (ELIN) and will be definitized subsequent to the effective date of the initial contract. |
| 05 | QUANTITY OPTIONS EXPIRES | Enter code if contract contain an option to order additional quantity under the contract DAR Clause 7-104.27; FAR 52.217-6,7,9, Option for Increase Quantity. |
| @*06 | UNPRICED ORDER Criteria: Call/Order entered with estimated and/or unidentified prices or schedules | Enter code if contract is undefinitized and must be definitized at a later date. Ninth position of PIIN is A, D, G, or H and contract kind is generated. When contract is definitized, remove Code 6. Input Code 33. |

| <u>CODE</u> | <u>REMARK</u> | <u>EXPLANATION</u> |
|-------------|--|--|
| 07 | <p>ACO DUTY FREE ENTRY NOTIFICATION COMPLIANCE</p> <p>Criteria: Contract Clause. Need in contracts over \$100,000, if under \$100,000 must be specified as an exception.</p> | <p>Enter code if contract contains any of the following clauses.</p> <p>a. Duty-Free Entry for Certain Specified Items, DAR 7-104.31(a).</p> <p>b. FAR 52.225-10, Duty-Free Entry, DFARS 252.225-7014, Duty-Free Entry Additional Provisions; DFARS 252.225-7007, Supplies to be Accorded Duty-Free Entry.</p> <p>c. Notice of Imports - Canadian Supplies, DAR 7-104.31(b).</p> <p>d. Duty-Free Entry of Qualifying Country Supplies, DAR 7-104.32.</p> <p>e. DFARS 252.255-7008, Duty-Free Entry - Qualifying Country End Products and Supplies.</p> |
| @08 | <p>DEMILITARIZATION CLAUSE REQ FOR FINAL PAYMENT</p> <p>Criteria: May require R 56 to hold contract in Part A. Until system change is exported.</p> | <p>Entered when contract requires contractor to submit demilitarization certification prior to final payment. Automatic assignment Part A to when code is entered.</p> |
| @09 | TERMINATED FOR D OR C | <p>Entered upon receipt of a Notice of Termination for either convenience or default. Also used for partial termination. (Never will be used when entering contract data.)</p> |
| 10 | NATIONAL INDUSTRIES - BLIND | <p>Entered if contractor's name/address is for the Blind Industries.</p> |
| 11 | NATIONAL INDUSTRIES - SEVERELY HANDICAPPED | <p>Entered if contractor's name/address is for Handicapped Industries.</p> |
| 12 | FEDERAL PRISONS INDUSTRIES | <p>Entered if contractor's</p> |

| <u>CODE</u> | <u>REMARK</u> | <u>EXPLANATION</u> |
|-------------|--|---|
| #*13 | <p>GUARANTEED MAXIMUM SHIPPING WEIGHTS/ FREE ON BOARD ORIGIN/MINIMUM SIZE OF SHIPMENTS</p> <p>Criteria: FOB Orig in Minimum Size Shipment (MIM-SIZ-SHP) contains an F and/or Guaranteed Maximum. Shipping Weight/ Dimensions (SHPG-WT-DIM) contains a G on the Provision Data Record</p> | <p>Entered if contract contains any of the following clauses.</p> <p>a. Guarantees Maximum Shipping Weights and Dimensions Clauses, DAR 7-2003.16/7-200. 24 FAR 52.247-60.</p> <p>b. FOB Origin - Car- load and. Truckload Shipment Clauses, DAR 7-104.72/FAR 52.247-59.</p> <p>c. FOB ORIGIN - Mini- mum Size of Shipment Clauses, DAR 7-104.72. 7-104.72/FAR 52.24761.</p> |
| 14 | DATA ITEM DESCRIPTION (DID) | Entered if contract con- tains a DID. |
| 15 | NEGOTIATED CONTRACT | Entered if the contract has been negotiated (issued under other than full and open competi- tion). |
| *16 | <p>DATE FINANCIAL REPORT REQUIRED</p> <p>Criteria: Type of contract (TY-CONTR-CD) code is R, S, T, U, or V on the Contract Data Record.</p> | <p>Entered if contract requires a Quarterly Financial Report such as, but not limited to, the following reports:</p> <p>a. Contract Fund Status Report (CFSR) DD Form 1586.</p> <p>b. Cost Performance Report (CPR). This requirement will be identified as a single line entry on the DD Form 1423 (CDRL).</p> <p>c. Cost/Schedule Status Report (C/SSR). This requirement will be identified as a single line entry on the DD Form 1423 (CDRL). Enter date as YY/MM/DD when first or quarterly reports are due, which- ever is the future date.</p> |

| <u>CODE</u> | <u>REMARK</u> | <u>EXPLANATION</u> |
|-------------|---|--|
| 17 | <p>PRODUCTION PROGRESS REPORT DD 375 DUE FROM CONTRACTOR</p> <p>Criteria: Requires R 56 to hold contract in Part A until system change is programmed.</p> | <p>Entered if contract contains a mandatory DD Form 375 requirement. DAR 7-104.51/FAR 52.242.2. Automatic assignment is Part A when code is entered (when programmed).</p> |
| *18 | <p>DATE NEXT FIXED PRICE INCENTIVE/ FIXED PRICE REDETERMINATION QUARTERLY STATEMENT DUE</p> <p>Criteria: Type of contract (TY-CONTR-CD) code is A, L or V on Contract Data Record. Must enter data when first report is due.</p> | <p>Entered if contract contains any of the following clauses:</p> <p>a. Incentive Price or Revision (firm target), DAR 7-108.1/FAR 52.216-16.</p> <p>b. Incentive Price Revision (successive targets), DAR 7-108.2/FAR 52.216.17.</p> <p>c. Price Redetermination (type A), DAR 7-109.2/FAR 52.216-5.</p> <p>d. Price Redetermination (type E), DAR 7-109.3/FAR 52.216-6.</p> <p>e. This remark will also indicate the date when the first report is due. Input is the same as for Code 16, above.</p> |
| 19 | <p>PRIVATELY OWNED U.S. FLAG VESSELS</p> | <p>Enter if Comptroller Data Input Group fails to do so - if FAR 52.-247-64 ALT is present.</p> |
| 20 | <p>COST ACCOUNTING STANDARDS CLAUSE</p> <p>Criteria: Does not apply to contracts under \$100,000 or contracts issued to Small Business companies.</p> | <p>Entered if contract contain DAR 7-104.83, Cost Accounting Standards/FAR 52.230-3, 52.-230-4.</p> |
| 21 | <p>NASA NEW TECHNOLOGY REPORT REQUIRED</p> | <p>Entered for a NASA contract that contains NASA Procurement New Technology Clause, 9-101-4/NASA FAR Sup 18-52.277-70.</p> |

| <u>CODE</u> | <u>REMARK</u> | <u>EXPLANATION</u> |
|-------------|---|---|
| 22 | MANDATOR REVIEW OF OBL AND FP Criteria: Must be input if ocean transportation is to be used. | This code will create manual review requirement for all invoices when 50% of contract price is reached. Automatically assigned to Part A when code is entered for contract over \$25,000. Enter if FAR 252.247-7203; or 252.247-7204. |
| @23 | NOTICE OF AWARDS - HARD COPY REQUIRED | |
| 24 | RESERVED | |
| *25 | FOREIGN MILITARY SALES Criteria: Appropriation Fund equals 8242 or FMS indicator equals 1 on Contractor Data Record. | Entered if one or more line items are being for procured a foreign government. |
| #*26 | QUANTITY VARIATION Criteria: If Production Surveillance Code category, is changed to a 1 and 8242 funds are present. | Entered if contract contains DAR Clause 7-103.-4(b)/FAR 52.212-9, Extent of Quantity Variation. Applies to either contract or CLIN item levels. |
| *27 | SMALL BUSINESS ADMINISTRATION (8(A)PROGRAM) CONTRACT Criteria: First two positions of upper tier PIIN in the R1 remark are SB. | Entered for any contract received for Administration that was issued by the Small Business Administration or contains FAR 52.219-11,12. |
| 28 | SPECIAL TEST EQUIPMENT (STE) | Entered if contract contains the Special Test Equipment Clause DAR 7-104.26/FAR 52.245-18. |
| #*29 | DATA WITHHOLDING CLAUSE Criteria: Type of Contract Code is R, S, T, U or V on Contract Data Record. Code B in WHLD-CD field on Supply/Service Line Item will generate the remark. | Entered if contract contains DAR Clause 7-104.-9(h), Technical Data Withholding of the Payment/DFARS 252.227-7030. Symbol II applies only if actual withholding is authorized by the ACO. |

| <u>CODE</u> | <u>REMARK</u> | <u>EXPLANATION</u> |
|-------------|---|--|
| 30 | RESERVED | |
| 31 | STORAGE AGREEMENT | Entered if the contract was issued to have contractor maintain a Government storage facility, DAR 7-1601.1. |
| 32 | UTILIZATION OF SMALL AND SMALL DISADVANTAGED BUSINESS CONCERNS Criteria: Only applies to large businesses. | Entered if contract contains any of the following clauses: a. Subcontracting Plan for Small Business and Small Disadvantaged Business Concerns (negotiation), FAR 7-104.-14(b). b. Subcontracting Plan for Small Business and Small Disadvantaged Business Concerns (formally advertised), DAR 7-104.14(c)/FAR 52.219-9. c. Incentive Subcontract Program for Small Business and Small Disadvantaged Business Concerns, DAR 7-104.-14(d)/FAR 52.219-10. |
| 33 | RESERVED | |
| 34 | CANCELED FUNDS | System generated when PINS Canceled Funds is not zero. |
| 35 | NEGOTIATED OVERHEAD RATES CLAUSE | Entered if contract contains DAR Clause 7-403-.9/FAR 52.21615, Negotiated Overhead Notes - Predetermined. |
| 36 | RESERVED | |
| 37 | RESERVED | |
| 38 | PERFORMANCE BASED PAYMENT | Entered if contract contains FAR 52.232-32. |
| 39 | RESERVED | |
| *40 | LABOR STANDARDS PROVISIONS Criteria: Kind of contract | Entered if contract contains DAR Clause 7-602.-23. Davis Bacon ACT (40 |

| <u>CODE</u> | <u>REMARK</u> | <u>EXPLANATION</u> |
|-------------|--|---|
| 41 | DATE CONTRACTOR FACILITIES/RENTAL STATEMENT/PAYMENT DUE | Entered for any contract that requires a quarter- ly rental payment or statement. Contract should contain DAR Clause 7-702.12/FAR 52.245-9. Use and Charges Clause. The remark will also contain the date when the first report is due. |
| @42 | NEGATIVE PREAWARD SURVEY Criteria: N suffix to preaward survey number. | Entered if preaward survey for this contract was negative. |
| 43 | RESERVED | |
| 44 | ARMS/AMMUNITION/EXPLOSIVES | Entered if the contract contains any requirement for these type of items. FAR 52.223-7/DFARS 252.223-7001. |
| 45 | RESERVED | |
| 46 | SUPPORT DELEGATION MADE | Entered if secondary support delegation is made by the CAO to another CAO. |
| 47 | RESERVED | |
| 48 | COMMERCIAL CONTRACTS | Entered if contract awarded using commercial practices under FAR Part 12. |
| *49 | LIMITATION OF COST OR FUNDS CLAUSE Criteria: Type of contract is R, S, T, U , or V on Contract Data Record. | Entered if contract con- tains the Limitation of Cost of Funds Clause in DAR 7-203.3, 7-402.2, 7-702-11/FAR 52.232- 20, 21, 22. |
| 50 | PAYMENT ASSIGNED DEBT OFFSET LIMITED | Entered if Notice of Assignment Received and Processed. |
| 51 | ASSIGNMENT OF CLAIMS RELEASED DATE | Enter the date as re- quired. FAR 52.232-20, 21, 22. |

| <u>CODE</u> | <u>REMARK</u> | <u>EXPLANATION</u> |
|-------------|---|---|
| 52 | DD FORM 250 NOT REQUIRED EXCEPT FAST PAY | Entered if contract (other than Fast Pay) has items to be del- ivered with no DD Form 250 requirement. |
| 53 | INDEFINITE DELIVERY CONTRACT WITH LINE ITEM SHIPMENT STATUS REPORT/ (LISSR CONTINGENT LIABILITY REPORT (CLR) | Entered if contract has a D in the ninth pos- ition of the PIIN with no SPIIN but contains items requiring delivery and payment. |
| 54 | PRIME ADMINISTRATION (LESS PAYMENT) OTHER DISBURSING OFFICES (ODO) | Entered if contract is assigned for Prime Adm- inistration but DFAS is not the Paying Office. |
| 55 | PROPERTY ACTION COMPLETED | Entered upon completion of property assignment (by Property Administr- ation only) if contract contains a Special Provision E and a Property Administration Code. |
| @56 | MANUAL CLOSEOUT REQUIRED BY ACO | Entered by ACO to effect manual movement of con- tract to CAR Part A when contract does not con- tain criteria qualifying it for assignment to Part A. ACO should enter an in-the-clear remark or R5 or R6 to explain the need for this action. |
| @60 | RIGHTS IN TECHNICAL DATA/ COMPUTER SOFTWARE | Entered when DFARS 252.- 227-7013 is in the con- tract. Used by Engine- ering. |
| @61 | RESTRICTIVE MARKINGS ON TECHNICAL DATA | Entered when DFARS 252.- 227-7018 is in the con- tract. Used by Engine- ering. |
| @62 | IDENTITY OF RESTRICTIVE RIGHTS COMPUTER SOFTWARE | Entered when DFARS 252.- 227-7019 is in the con- tract. Used by Engine- ering. |
| @63 | RESTRICTIVE MARKING REVIEWED BY ENGINEERING | Entered by the ACO/ENG when the Engineer has |

| <u>CODE</u> | <u>REMARK</u> | <u>EXPLANATION</u> |
|-------------|---|---|
| 64 | DEFERRED DEBT | Indicates contractor has an outstanding debt. |
| PA | ENG & DSN MGT/MIL-STD-499/1521 | |
| PB | MCCR & SOFTWARE DEVELOPMENT/ DoD-STD-2167/2168 | |
| PC | RELIABILITY/MIL-STD-785 | |
| PD | INTEG LOG SUPPORT/MIL-STD-1388 | |
| PE | TEST AND EVALUATION/MIL-STD-781 or 810 or 2165 | |
| PF | CONFIG MGMT/MIL-STD-480/481/482/ 483/973 | |
| PG | SYSTEM SAFETY/MIL-STD-882/1274 | |
| PH | MAINTAINABILITY/MIL-STD-470 | |
| PI | DESIGN TO COST/MIL-STD-337 | |
| PJ | WORK MEASUREMENT/MIL-STD-1567A | |
| PK | PROD MGMT/MIL-STD-1528 | |
| PL | C/SCSC - W/CPR | |
| PM | C/SSR | |
| PN | PRODUCTIVITY | |
| PO | ENVIRONMENTAL | |

#Must be processed through the Comptroller/DFAS for correction input.

*Automatically generated based on selected criteria (see below).

@Assigned as Part A.

These codes will normally be generated if the following criteria are present:

| <u>CRITERIA</u> | <u>R9 REMARK</u> |
|--|------------------|
| PIIN is non-DoD | 01 |
| Kind of Contract Code 2 | 02 |
| Special Tooling field on the MOCAS Data Record is S. | 03 |
| Call/Order entered with estimated and/or unidentified prices or schedules. | 06 |

| <u>CRITERIA</u> | <u>R9 REMARK</u> |
|---|------------------|
| Demilitarization Clause Required for Final Payment. | 08 |
| FOB Origin Minimum Size Shipment contains an F and/or Guaranteed Maximum Shipping Weight/ Dimensions contains a G on the MOCAS Provisions DATA Record. | 13 |
| Type of Contract Code is R, S, T, U, or V (Contract Funds Status Report required). | 16 |
| Production Progress Report DD Form 375 Due from contractor. | 17 |
| Type of Contract Code is A or L . | 18 |
| Ocean Vessels will be used - DLA contracts only over \$25,000. | 22 |
| Appropriation Fund equals 8242 and/or Foreign Military Sales Requirement Indicator equals 1. | 25 |
| If the Purchase Order Production Surveillance Category Code is subsequently changed to a 1, and 8242 funds are present. | |
| The Quantity Variance Over and/or Quantity Variance Under fields on the MOCAS Administrative Data Record and/or the Supplies Line Item Data Record #2 contains data. | 26 |
| The first two positions of the Upper Tier PIIN in the R1 Remark are SB. | 27 |
| Type of Contract Code is R, S, T, U, or V (Data Withhold Clause). | 29 |
| Kind of Contract Code is 6 and/or Type of Contract Code is Y or Z. | 40 |
| Type of Contract Code is R, S, T, U, or V, (Limitation of Funds Clause). | 49 |
| For Part A contracts, which move to Section 5, at the time of FIN PAY NLA processing the system will overlay/replace existing R9 Remarks with FM NLA Processed (DDMMYY). | |
| For Part B contracts which move to Section 5 at the time of final payment the system will overlay/replace existing R9 Remarks with: FM FIN/SHIP/PAY (DDMMYY). | |
| If responsibility for payment is transferred to another activity the system will replace the existing R9 Remarks with: FM CONTRAC TRNSFR (DDMMYY). | |

2.1.5.2 SPECIAL CONTRACT PROVISION (SP) CODES

These are required by MILSCAP (Military Standard Contract Administration Procedures, DoD 4000.25-5-M) identify certain contract clauses/ provisions which require special attention and handling. Normally these provisions can only be input or deleted by DFAS; however, the ACO must request correction of those in error. For a list of codes and explanations, see part 1, chapter 5, Special Contract Provisions Codes.

1.5.2.3 SPECIAL CONTRACT PROVISION CODES

| <u>CODE</u> | <u>EXPLANATION</u> |
|-------------|---|
| A | Liquidated damages |
| B | Advanced payments authorized |
| C | Progress payments authorized |
| D | Remittance address (different from Bidder/Offeror Address) |
| E | Administration of Government Property Anticipated. |
| F | First Article/Pre-Production Sample Report Approval Required. |
| G | Flight Operations Involved (Aircraft Acceptance) |
| H | Dangerous/Hazardous Materiel Involved (Safety Clauses) |
| J | Anticipatory Gov Furn Facilities Cost Approval Required. |
| K | Bond Bailment (DPSC Clothing Contracts Only) |
| L | Delivery Schedule on Maint contract Requires Definitization |
| M | Firm Delivery Schedule on Maint Contract Unnecessary |
| N | Payment to be made in Canadian Funds |
| P | Delivery Schedule Required Based upon Delegation Assignment and Approval of First Article |
| Q | Subline Item - NSP (Not Separately Priced) |
| R | Incentive Subcontract Program Small Business and Small Disadvantaged Business Concerns (52.219.10). |
| T | <i>Electronic Funds Transfer Required</i> |

2.1.5.3 FUNCTIONAL LIMITATION (FL) CODES

These are used to identify the support required to administer the contract and the party(ies) responsible for closeout functions. The codes are found in part 1, chapter 5, Functional Limitation Codes. NOTE: FL 1, Quality Assurance, is only to be used in conjunction with another Functional Limitation. Quality Assurance only delegations do not (should note - deletion required) appear in the CAR. If FL 6, ACO Function, is identified the contract will appear in CAR Part A. Contracts that contain all other functional limitation codes will appear in CAR Part C.

1.5.2.21 FUNCTIONAL LIMITATION CODES

| <u>CODE</u> | <u>EXPLANATION</u> |
|-------------|-------------------------------------|
| Blank | Full Administration, No Limitations |
| 1 | Quality Assurance |
| 2 | Production |
| 3 | Payment |
| 4 | Property |
| 5 | Transportation |
| 6 | ACO Action Required |
| 7. | Engineering |

2.1.4.1 UYCM16 - CAR PART A, SECTIONS 1-5

c. Report Element Description

| <u>REPORT ELEMENT</u> | <u>ELEMENT DESCRIPTION</u> |
|-------------------------|---|
| REPORT NUMBER UYCM16 | CAR Part A, Sections 1-5 Report Format Code. |
| DATE | Date of Report (YYMMDD). |
| CAO CODE | The Requester Routing Code. |
| PAGE | Page Number. |
| CAR PART | For UYCM16 - CAR Part A (see paragraph 2.1.6.1, Parts of the CAR). |
| SECTION | See paragraph 2.1.6.2, Sections of the CAR. |
| TO REQUESTOR | When applicable (for an inquiry), identifies to whom distribution should be made (3 positions). Month end will show CAR as the requestor. |
| CAGE | The Commercial and Government Entity Code is a code assigned to each contractor for identification purposes. May also be H-8 Contractor Code. |
| CONTRACTORS NAME | Self-explanatory. |
| LOCATION | City, State, and ZIP Code of the contractor's address. |
| ORG | The two digit Organization Code for the Contract Administration office responsible for administering the contract. |
| ASSMT CODE | This Assignment Code (Functional Limitation Code) depicts the type of administration required for a contract. For a list of the codes and explanations see part 1, chapter 5, Functional Limitation Code. |

1.5.2.12 CONTRACT ASSIGNMENT CODES

| <u>CODE</u> | <u>EXPLANATION</u> |
|-------------|---|
| G | Disbursement Only |
| P | Primary Administration |
| S | Support Administration of Prime Contracts |
| T | Support Administration for Subcontracting |

REPORT ELEMENTELEMENT DESCRIPTION

DEPT

Department Code reflects the identity of the Service or agency that issued the contract. For a list of the codes and explanations see part 1, chapter 5, Department Codes.

1.5.2.6 DEPARTMENT CODES

| <u>CODE</u> | <u>EXPLANATION</u> |
|-------------|--------------------------------------|
| A | Army |
| C | DCA (Defense Communication Agency) |
| D | DNA (Defense Nuclear Agency) |
| E | DCP (Defense Civil Preparedness) |
| F | Air Force |
| G | DMA (Defense Mapping Agency) |
| H | MDA (Miscellaneous Defense Activity) |
| M | Marine Corps |
| N | Navy |
| O | Other |
| P | NASA |
| S | DTA |

PIIN

The Procurement Instrument Identification Number (the contract number).

SPIIN

Supplementary Procurement Instrument Identification Number is the number used in conjunction with the PIIN to identify calls/orders against Basic Ordering Agreements (BOAs), Blanket Purchase Agreements (BPAs), and Indefinite Delivery Type contracts (four position alphanumeric serial number).

1.5.2.37 BASIC PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER STRUCTURE

a. Elements of Number

The basic PIIN should be retained unchanged for the life of the particular instrument and shall consist of 13 alphanumeric characters positioned as follows:

(1) The first six positions shall commence with the capital letters assigned to the Department preparing the instrument as follows:

| | |
|------|--|
| DA | Department of the Army |
| F | Department of the Air Force |
| DCA | Defense Communications Agency |
| N | Department of the Navy (except Marine Corps) |
| M | Marine Corps |
| DLA | Defense Logistics Agency |
| DNA | Defense Nuclear Agency |
| DMA | Defense Mapping Agency |
| DCPA | Defense Civil Preparedness Agency |

The remainder of the first six positions shall be alphanumeric characters which, together with the Departmental identification shown above, identify the activity preparing the instrument. All six positions shall be used. If necessary, nonsignificant zeros shall be placed between the Department identifier and the activity identifier. A listing of applicable numbers is contained below in this regulation.

(2) The pos. 7-8 shall be the last two digits of the fiscal year in which the PIIN is assigned.

(3) The pos. 9 shall be a capital letter assigned to indicate the type of instrument code, as follows:

| | |
|---|--|
| A | Blanket Purchase Agreements |
| B | Invitation for Bid |
| C | Contracts, including Letter Contracts, contracts incorporating basic agreements, and contracts providing subsequent provisioning, but excluding Indefinite Delivery Type Contracts. |
| D | Indefinite Delivery Type Contracts |
| E | Facilities Contract |
| F | Delivery orders placed with or through other Government departments or agencies or against contracts placed by such departments or agencies (i.e., outside the Department of Defense and including blind-made supplies). |
| G | Basic Ordering Agreements |
| H | Agreements, including Basic Agreements |
| L | Lease Agreement |
| M | Purchase Order - Manual (assign W when numbering capability of M becomes exhausted during a fiscal year). |
| N | Notice of Intent to Purchase |
| P | Purchase Order - Automated (assign V when numbering capability of P becomes exhausted during a fiscal year). |
| Q | Request for Quotation - Manual |
| R | Request for Proposal |
| S | Sales Contract |
| T | Request for Quotation - Automated (assign U when numbering capability of T becomes exhausted during a fiscal year). |

The letters X, Y, and Z are reserved for Departmental use.

(4) The pos. 10-13 shall be the serial number of the instrument. A separate series of serial numbers may be used for any type of instrument listed above. Each such series of PIIN for the same activity shall commence with the number 0001 at the start of each fiscal year. Alpha-numeric serial numbers shall be used when more than 9,999 numbers are required. Alphanumeric numbers shall be serially assigned with an alpha in the first (or first and second) position followed by the three (or two) position numeric serial number. The following alphanumeric sequence shall be used, (the letters I and O shall not be used):

(a) A001 through A999, B001 through B999, and so on to Z001 through Z999.

(b) Then AA01 through AA99, AB01 through AB99, and so on to AZ01 through AZ99.

(c) Then BA01 through BA99, BB01 through BB99, and so on to BZ01 through BZ99, and so on to ZA01 through ZA99, ZB01 through ZB99, and so on to ZZ01 through ZZ99.

ADMINISTRATIVE MATTERS

b. Illustration of Number

The following illustrates the configuration of the PIIN:

| | | | |
|-------------|-----|---|---------|
| ----- | --- | - | ----- |
| D A A B 0 7 | 9 1 | C | 0 0 0 1 |
| ----- | --- | - | ----- |

| POSITION | CONTENTS |
|----------|--|
| 1-6 | Identification of purchasing office |
| 7-8 | Last two digits of the fiscal year in which the PIIN is assigned |
| 9 | Type of Procurement Instrument Code |
| 10-13 | Four position serial number |

c. Supplementary Procurement Instrument Identification Numbers

Uses of the Supplementary Numbers, used in conjunction with basic PIIN, shall be employed to identify:

(1) Amendments to solicitation documents.

(2) Modifications of contracts and agreements (Provisioned Item Orders will be treated and numbered as modifications).

(3) Calls/orders under contracts (except Federal Supply Schedule contracts), under basic ordering agreements and under blanket purchase agreements.

d. Amendments to Solicitation Documents

Amendments to each solicitation document shall be sequentially numbered by use of a four position numeric serial number supplementary to the basic PIIN, commencing with 0001.

e. Modifications of Contracts and Agreements

(1) Contract modifications, and modifications to agreements shall be numbered by use of a six position alphanumeric number supplementary to the 13-position basic PIIN as follows:

(a) The first position shall be a capital letter identifying the issuing office and the type of modification as indicated below.

- A - Contract Administration Office modifications
- P - Purchasing Office modifications

(b) The pos. 2-6 shall be a serial number. The pos. 2-3 may be alpha or numeric, except that the letters K, L, M, N, P, S, T, U, V, W, X, Y, and Z are excluded and reserved for the expressed purposes as follows:

1. For a definitized letter contract the second position shall be a Z; in other words, the letter Z will be used only for that modification which represents the definitized contract. The serial numbers of modifications occurring after the definitization will continue the sequence in the manner provided in this paragraph, without the letter Z.

2. Only the letter T, U, V, W, X, or Y may be used in the second position when a modification is issued providing initial shipping instructions or amending those shipping instructions previously issued, in those cases in which the contract provides delivery FOB origin and no price change is involved. Modifications shall be serially numbered by each issuing activity. The foregoing is not mandatory on purchase offices that issue and control all modifications.

3. The letter S only may be used in the second position when a modification is issued providing initial or amended shipping instructions in those cases in which the contract provides delivery FOB destination or the contract provides delivery FOB origin and a price change is involved. Each modification shall be serially numbered.

4. The letter K, L, M, N, P, and Q are reserved for the exclusive use of the Air Force only in the second position for a Provisioned Items Order. Provisioned Items Orders shall be serially numbered by each issuing activity.

5. The fourth through sixth position shall always be numeric. A separate series of serial numbers shall be used for each type modification listed in subparagraphs (b), (c), and (d) above. The modifications issued by an activity for a contract shall be numbered as set forth below:

| <u>NORMAL MODIFICATION</u> | <u>PROVISIONED ITEMS ORDER (RESERVED FOR EXCLUSIVE USE BY THE AIR FORCE ONLY)</u> | <u>SHIPPING INSTRUCTIONS</u> |
|--------------------------------|---|----------------------------------|
| 00001 - 99999 | K0001 - K9999 | S0001 - S9999 |
| then | KA001 - KZ999 | SA001 - SZ999 |
| A0001 - A9999 | L0001 - L9999 | T0001 - T9999 |
| B0001 - B9999 | LA001 - LZ999 | TA001 - T9999 |
| and so on to | MO001 - M9999 | U0001 - U9999 |
| H0001 - H9999 | MA001 - MZ999 | UA001 - UZ999 |
| then | N0001 - N9999 | V0001 - V9999 |
| J0001 - J9999 | NA001 - NZ999 | VA001 - VZ999 |
| then | P0001 - P9999 | W0001 - W9999 |
| R0001 - R9999 | PA001 - PZ999 | WA001 - WZ999 |
| then | Q0001 - Q9999 | X0001 - X9999 |
| AA001 - HZ999 | QA001 - QZ999 | XA001 - XZ999 |
| then | Y0001 - Y9999 | |
| RA001 - RZ999 | YA001 - YZ999 | |

(c) ARZ999 is the six position alphanumeric number to be utilized the first time the office of administration or disbursement is being changed by use of computer generated modifications initiated by a CAO. The second change will utilize ARZ998, the third change ARZ997 and so forth. This method will only be utilized when mass changes are required.

(2) Supplementary identification numbers for modifications shall be assigned in consecutive chronological sequence by each issuing office authorized to issue modifications. To assure chronological assignment, modification numbers shall be assigned only after it has been determined that a modification is to be issued.

f. Delivery Orders Under Indefinite Delivery Type Contracts, Orders Under Basic Ordering Agreements, and Calls Under Blanket Purchase Agreements.

(1) Delivery orders under indefinite delivery type contracts (orders), orders under basic ordering agreements (orders), and calls under blanket purchase agreements (calls) shall be identified by a four position alphanumeric call/order serial number which is supplementary to the 13-position basic PIIN.

(a) Calls/orders issued by the purchasing office identified in the basic PIIN shall be assigned numeric call/order serial numbers, beginning with 0001 through 9999.

(b) Calls/orders issued by an office other than the purchasing office identified in the basic PIIN shall be assigned alphanumeric call/order serial numbers as follows:

1. The first and second position shall be the alphanumeric call/order serial number assigned from appendix G to the activity issuing the call/order. The letters A, I, O and P shall not be used in the first position; however, A and P may be used in the second position.

2. The third and fourth positions shall be a serial number assigned by the issuing activity. The first call or order issued each contract or agreement shall be numbered 01. After the serial number 99 is used, a uniform series of numeric/alpha, alphanumeric, and finally alpha serial numbers shall be assigned as follows (the letter I and O shall not be used):

a. 1A, 1B and so on to 1Z then 2A, 2B, and so on to 2Z and so on to 9A, 9B, and so on to 9Z followed by;

b. A1, A2 and so on to A9 then B1, B2, and so on to B9 and so on to Z1, Z2, and so on to Z9 followed by;

c. AA, AB and so on to AZ then BA, BB, and so on to BZ and so to ZA, ZB, and so on to ZZ.

(2) If it is necessary to modify a call/order, a two position alphanumeric suffix (known as the call/order modification indicator) shall be added to the supplementary PIIN as follows (the letters I and O shall not be used):

(a) Modification to a call/order - Issued by the purchasing office, excluding any modification providing shipping instructions in those cases described below - 01, 02, and so on through 99 then B1 - B9, BA - BZ, C1 and so on through NZ and Z1 through ZZ.

(b) Modification to a call/order issued by a purchasing office providing initial or amended shipping instructions in those cases in which the call/order provides for delivery FOB destination or delivery FOB origin and a price change is involved - P1 - P9, PA - PZ, Q1 - Q9, QA - QZ, etc., through TZ.

(c) Modification to a call/order issued by a purchasing office providing initial shipping instructions or amending those shipping instructions previously issued in those cases in which the call/order provides delivery FOB origin and no price change is involved - U1 - U9, UA - UZ, V1 - V9, VA - VZ, and so on through YZ.

(d) Modifications to a call/order issued by a Contract Administration Office (CAO) will begin with 1A, 1B, and so on to 1Z; then 2A, 2B, and so on to 2Z; and so on to 9A, 9B, and so on to 9Z, followed by A1, A2, and so on to A9; then AA, AB, and so on through AZ.

CONT DATE

Effective Date (Julian date) of the contract.

DATE RECD

Date the contractual document was received at Region (Julian date).

COMPL DATE

Completion Date. Also referred to as FDD (Final Delivery Date). Scheduled Completion Date of the contract (Julian date).

REPORT ELEMENT

ELEMENT DESCRIPTION

NOUN

Represents the first 11 positions of the name and/or description of the prime item being procured as shown on the contractual document.

UC

Unilateral Indicator Code. See part 1, chapter 5.

1.5.2.20 UNILATERAL INDICATOR CODES

| <u>CODE</u> | <u>EXPLANATION</u> |
|-------------|--|
| U | Unilateral Contract |
| Blank | Bilateral Contract |
| X | Unilateral Contract Indicator on Reports UYCM16, UYCM17, and UYCM18 |

CONTRACT CAT

Kind of Contract Code, which reflects the basic intent of the contract, such as procurement of supplies, research, etc. The code is used in conjunction with the Type of Contract Code, described just below. The codes are listed in part 1, chapter 5, Kind of Contract Codes.

1.5.2.8 KIND OF CONTRACT CODES

| <u>CODE</u> | <u>EXPLANATION</u> |
|-------------|------------------------------------|
| 1 | Supply Contract and Price Orders |
| 2 | Research and Development Contracts |
| 3 | System Acquisition Contracts |
| 5 | Maintenance Contracts |
| 6 | Service Contracts |
| 7 | Facilities Contracts |
| 8 | Undefinitized Letter Contracts |
| 9 | Unpriced Orders against BOA |
| 0 | Other |

REPORT ELEMENT

ELEMENT DESCRIPTION

CONTRACT TYPE

Identifies the specific types of contract pricing provisions as differentiated by the structure and clause content of the contract. For a list of the codes and explanations, see part 1, chapter 5, Type of Contract Codes.

1.5.2.9 TYPE OF CONTRACT CODES

| <u>CODE</u> | <u>EXPLANATION</u> |
|-------------|---|
| A | <i>Fixed Price Redetermination</i> |
| J | <i>Firm Fixed Price</i> |
| K | <i>Fixed Price W/ECON PRC ADJ</i> |
| L | <i>Fixed Price Incentive</i> |
| R | <i>Cost-Plus-Award Fee</i> |
| S | <i>Cost Contract</i> |
| T | <i>Cost Sharing</i> |
| U | <i>Cost-Plus-Fixed Fee</i> |
| V | <i>Cost Plus Incentive Fee</i> |
| Y | Time and Materials |
| Z | Labor Hour |
| Blank | No Cost |

NOTE: For letter contracts use the type code for the contract contemplated by the letter contract.

VE

Value Engineering clause indicator depicts whether an award contains a VE clause. For a list of the codes and explanations, see part 1, chapter 5, Value Engineering Clause Codes.

1.5.2.14 VALUE ENGINEERING CLAUSE CODES

| <u>CODE</u> | <u>EXPLANATION</u> |
|-------------|--|
| V | Contract includes VE incentive clause |
| Y | Contract includes VE program or both incentive and program clauses |
| Blank | Contract does not contain VE clause |

REPORT ELEMENTELEMENT DESCRIPTION

CL

A code indicating whether there is a security classification assigned to a procurement instrument for contract administration. If applicable, documents containing a security classification in this field will be coded C; otherwise, will be coded U for unclassified (part 1, chapter 5, Security Classification Codes).

1.5.2.19 SECURITY CLASSIFICATION CODES

CODEEXPLANATION

C

Classified contract

U

Unclassified contract

ACO

The Administrative Contracting Officer Code
- Identifies the ACO assigned to administration of the contract.
(Locally assigned codes)

IS

The Industrial Specialist Code - Identifies the IS or CMA to whom the contract has been assigned for surveillance.
(Locally assigned codes)

PROP ADM

A code identifying the individual responsible for property administration, if applicable. (Locally assigned codes)

PROD SURV

A code that identifies the extent of production surveillance to be performed by the Contract Administration Office. For a list of the codes and explanations see part 1, chapter 5, Production Surveillance Category codes.

1.5.2.18 PRODUCTION SURVEILLANCE CATEGORY CODES

INITIAL CATEGORIZATION

| CODE | CONTRACT | CRITICALITY | ADDITIONAL |
|------|----------|-------------|------------|
| | | | |

| <u>CONTRACT CODE</u> | <u>CRITICALITY RATING</u> | <u>DESIGNATOR (CD) *</u> | <u>ADDITIONAL CONDITIONS</u> | <u>REMARKS</u> |
|--------------------------|-------------------------------|--|--|--|
| 2 | N/A | A/B (No DD 1716 is required if not CD A.) | All con- tracts, de- livery orders and purchase orders | Surveillance Category 2. Contract assigned to a Production Contract Management Assistant (CMA) with occasional assistance from an IS/ENG as re- quired. |
| 2 | DX | C* | All con- tracts and delivery orders. | Surveillance Category 2. (Same as above) |
| 3 | DO | C* | All con- tracts and Unilateral Purchase Orders.** | Surveillance Category 3. Contract assigned to the CMA for delivery administration. IS/ENG involve- ment by excep- tion. |
| 4 | N/A | N/A | N/A | (Reserved) |
| 5 | N/A | N/A | N/A | Production Code 5. Ordering Agreements (BOAs), Blanket Purchase Agree- ments (BPAs) and Indefinite Del- ivery Contracts which contain no delivery re- quirement for hardware or software (data). |
| 6 | N/A | N/A | N/A | Production Code 6. Contracts/ Subcontracts received for production surveillance on a support del- egation includ- ing NASA and DOE. Also, DOE contracts for |

| <u>CONTRACT CODE</u> | <u>CRITICALITY RATING</u> | <u>DESIGNATOR (CD) *</u> | <u>ADDITIONAL CONDITIONS</u> | <u>REMARKS</u> |
|--------------------------|-------------------------------|--------------------------|----------------------------------|---|
| 7 | N/A | N/A | N/A | Facilities contract. |
| 8 | N/A | N/A | N/A | Facilities Lease Agreements. These contracts are identified by a double quote (") in the ninth digit position of the PIIN. |
| 9 | N/A | N/A | N/A | Other than Codes 1 through 8. Includes DOE contracts received for prime administration (closeout only) and support contracts excluding those requiring production surveillance. |

*Contracts having no CD Code are assumed to be CD C.

**Unilateral Purchase Order is defined as:

- a. A purchase order placed via DD Form 1155 and;
- b. The contractor has not signed the reverse side of the DD Form 1155 (signature makes it bilateral) and;
- c. The letter M, P, V, or W appears in the ninth digit position of the PIIN and;
- d. Block 16 of DD Form 1155 is checked as applicable and;
- e. Only the General Provisions apply.

REPORT ELEMENTELEMENT DESCRIPTION

COMM

Commodity Code - a two position code to identify the claimant program for the contract. The codes used in the CAR are the last two positions of the full Claimant Program Number which can be found on the cover sheet of the contract. For a list of the codes and explanations see part 1, chapter 5, Commodity Code. The codes are also listed in full in DMS Reg 1, Defense Materials System.

1.5.2.2 COMMODITY CODES

| <u>CODE</u> | <u>EXPLANATION</u> |
|-------------|---|
| A1 * | Aircraft |
| 1A | Airframes and Related Assemblies and Spares |
| 1B | Aircraft Engines and Related Spares and Parts |
| 1C | Other Aircraft Equipment and Supplies not included in 1A and 1B |
| A3 * | Ships |
| A4 * | Tank-Automotive Program |
| 4A | Combat Vehicles |
| 4B | Non-Combat Vehicles |
| A5 * | Weapons |
| A6 * | Ammunition |
| A7 * | Electronics and Communications Equipment |
| A8 | Fuels and Lubricants Program |
| 8A | Petroleum |
| 8B | Other Fuels and Lubricants |
| 8C | Separately Procured Containers and Handling Equipment |
| A9 | Textiles, Clothing and Equipment |
| B1 * | Building Supplies |
| B2 | Subsistence |
| B3 | Transportation Equipment (Railway) |
| B8 * | Production Equipment |
| B9 * | Production Equipment (Government-Owned) |
| C2 * | Construction |
| C3 * | Maintenance, Repair, Operation (MRO) Supplies for DoD |
| C8 * | Controlled Materials for DISC |
| C9 * | Miscellaneous |
| 9A | Construction Equipment |
| 9B | Medical and Dental Supplies and Equipment |
| 9C | Photographic Equipment and Supplies |
| 9D | Material Handling Equipment |
| 9E | All others not identifiable to any procurement program |
| S1 | Services |
| 9E | Blank or other than above |

REPORT ELEMENTELEMENT DESCRIPTION

INSP ACCT

The Inspection/Acceptance for PINV Code (one digit) indicates the inspection and acceptance points specified in the contract. For a list of the codes and explanations, see part 1, chapter 5, Inspection/Acceptance FOB Codes.

1.5.2.23 INSPECTION/ACCEPTANCE FOB CODES

| <u>CODE</u> | <u>EXPLANATION</u> |
|-------------|---|
| 1 | Inspection and acceptance at source (origin of contractor's plant). |
| 2 | Inspection and acceptance at destination (CONUS). |
| 3 | Inspection at source, acceptance at destination (CONUS). |
| 4 | Certificate of Conformance. |
| 5 | Fast pay procedure. |
| 6 | Combination of foregoing - i.e., item 1 of contract is accepted at destination and item 2 is accepted at source. When a first article approval of the first article acceptance, the code will then be changed to the proper code. |
| 7 | Letter of transmittal. |
| 7 | Inspection and acceptance specified elsewhere. |
| 8 | Payment based on other than DD Form 250/1155. |
| B | Inspection and acceptance at destination - port (water or air). |
| C | Inspection at source, acceptance at destination - port (water or air). |
| D | Inspection at destination, acceptance at source. |
| K | Inspection and acceptance at destination - overseas. |
| L | Inspection at source, acceptance at destination - overseas. |
| -- | -- |

BA

Buying Activity. A two digit code that identifies the activity that issued the procurement instrument. See DoD FAR Supplement (DFARS), Appendix N, for the list of Buying Activities

NOTE: Reference to DOD FAR Supplement (DFARS), Appendix N should now be Appendix G. The change took place a few years ago; however, DLAM 8000.3 has not yet been changed.

REPORT ELEMENTELEMENT DESCRIPTION

BUS CAT

The Business Category/Type of Contractor Code identifies the contractor as large or small, nonprofit, etc. For a list of the codes and explanations, see part 1, chapter 5, Type of Contractor Codes.

1.5.2.7 TYPE OF CONTRACTOR CODES (BUSINESS CATEGORY)

| <u>CODE</u> | <u>EXPLANATION</u> |
|-------------|---|
| A | Small Disadvantaged Business (SDB) - This is an SDB concern as A defined in DFARS 219.001, and the place of contractual performance is within the United States and Outlying Areas. |
| B | Other Small Business (SB) - This is an SB concern as defined in FAR 19.001 and the place of contractual performance is within the United States and Outlying Areas. |
| C | Large Business (LB) - This is a domestic LB concern and the place of contractual performance is within the United States and Outlying Areas. |
| D | <i>JWOD Participating Nonprofit Agencies -</i> This is an organization that is a workshop for blind and severely handicapped persons as defined in FAR 8.701 and the place of contractual performance is within the United States and Outlying Areas. |
| F | Hospital - This is an institution that is a hospital and the place of contractual performance is within the United States and Outlying Areas. |
| L | Foreign Concern/Entity - This is a foreign concern, the Canadian Commercial Corporation, or a non-U.S. chartered nonprofit institution and the place of contractual performance is within the United States and Outlying Areas. |
| M | Domestic Firm Performing Work Outside the United States - This is a domestic concern or a domestic nonprofit institution and the place of contractual performance is within the United States and Outlying Areas. |
| U | <i>Historically Black Colleges and (HBCU/MI) - This is an Universities or Minority institutions institution as defined in DFARS 226.7002 and the place of contractual performance is within the United States and Outlying Areas.</i> |

CODEEXPLANATION

V

Other Educational - This is an educational institution that does not qualify as a HBCU/MI and the place of contractual performance is within the United States and Outlying Areas.

Z

Other Nonprofit - This is a nonprofit or not for profit institution that does not meet any of the above criteria and the place of contractual performance is within the United States and Outlying Areas.

REPORT ELEMENTELEMENT DESCRIPTION

REMARKS SECTION

A list of the Special Contract Provisions (SP), Remarks (R) (in-the-clear and coded), and Functional Limitations (FL) that apply to the contract. The remark itself is prefaced by the remark type, i.e., SP, R1 through R9, or FL. See part 1, chapter 5 for the various codes. See section 2.1.5, CAR Remarks, this chapter, for description and details.

OBLIG

OBLIGATED. The dollar amount which will eventually be disbursed for goods or services under this contract or call/order.

UNLIQ

UNLIQUIDATED. Also referred to as ULO (Unliquidated Obligations). The total remaining dollar obligation on a contract or call/order, after disbursements have been made.

PROGRESS PAYMENTS

The total unrecovered progress payments made to the contractor. Should be zero or shown as credit; otherwise, a problem exists, may be over recoupment.

CONTRACTOR TOTAL

After the last contract listed for a specific contractor facility, summary totals will be provided for the total of contracts in that part and section of the CAR, as well as the corresponding total dollars obligated, obligation unliquidated, and progress payments outstanding.

SUMMARY PAGES

Totals are provided for each section within the part for that specific ACO. The description of each Section Summary totals are as follows:

a. CAR Section 1 only - Total number of contractors and total PIIN/SPIIN.

b. All CAR Sections - Contractor total count and contracts and total dollar amounts (all 3).

c. CAR Section 4 - Prime assigned contracts: Summary total number and dollar value (all 3) of contracts within the same ORG Code, ACO Code, CAR Part and CAR Section for each of the following: Number of Firm Fixed Price (FFP), Fixed Price with Escalation (FPE), Cost Incentive (COSTINCENT), Other (OTHER), Total of above (TOTAL); also the Accumulated Dollar Amount (OBLIG, UNLIQ, PROG/PAY) of each of the above; also the total ACO Dollar Amount (OBLIG, UNLIQ, PROG/PAY) of all CAR Sections for the ACO within each CAR Part and ORG Code.

d. CAR Section 1 - In addition to subparagraph (1) above, shows total counts of contracts within ORG Code, CAR Part, ACO Code, CAR Section as follows: Prime Administration Contract (PRIME ADM PI), Secondary Administration Contract (SEC ADM PI), Secondary Administration Subcontract (SEC ADM SPI).

e. CAR Section 5 - In addition to subparagraph (1) above, shows total counts of contracts within ORG Code, CAR Part, ACO Code, CAR Section as follows: Prime Assigned Contract closed (PRIME PI CLOSED), Secondary Prime Contract Closed (SEC Prime closed), Secondary Subcontract closed (SEC SPI closed).

f. CAR Section 2 - In addition to subparagraph (1) above, shows total counts of contracts within ORG Code, CAR Part, ACO Code, CAR Section as follows: Total count of Overage Contracts (O/A PI) within ORG Code, CAR Part, ACO Code, CAR Section as follows: Total count of all contract types- Firm Fixed Price (FFP), Fixed Price with Escalation (FPE), Total Fixed Priced (Total FP), Other (OTHER), Grand Total of all O/A PI (TOTAL).

2.1.7 CAR PART ASSIGNMENTS

On initial entry into the system, the contract is automatically assigned to Part A, B, or C depending upon the Special Contract Provisions (SPs) or R9 Remarks that were entered into the data base, and/or the dollar value of the contract.

2.1.7.1 CRITERIA FOR ASSIGNMENT TO PART A

All contracts (or orders) valued at \$100,000 or over will automatically be assigned to Part A. Firm fixed price contracts valued at less than \$100,000 and are firm fixed price will be assigned to Part A only if one or more of the following conditions are met:

- a. The contract has been assigned Production Surveillance Category Code 1. (The contract will move from Part B to Part A automatically after Production Surveillance Category Code 1 has been entered. Code 1 is never entered on initial input by DFAS. Note: System generated on C&T contracts.
- b. The contract has been assigned for Property Administration, i.e., a PA Code is included in the PINV. (Note: When R9-55 exists; at month end processing the PA Code will drop. If this was the only criteria for Part A, it will revalidate and move to Part B. Input of R9-55 data can only be accomplished by the Property Administrator. MILSCAP Special Provision Clause (SP Code E) will not hold it in Part A. If contract should remain in Part A, an R9-56, manual closeout by ACO needs to be input).
- c. The contractor has been assigned a Small/Disadvantaged SP Code N.
- d. There is a Small Business Administration PIIN in the R1 record.
- e. The contract is a non-DoD, reimbursable contract for ACO or multifunction assignment (R9 Code 01, and appropriate functional limitation codes).
- f. A Patent Rights Report is required (R9 Code 02).
- g. The Special Tooling Clause is included in the contract (R9 Code 03).
- h. The contract includes Spares Provisioning requirements (R9 Code 04).
- i. Unpriced Order (R9 Code 06) or Kind Code 9.
- j. There was a negative Pre-Award Survey prior to award (R9 Code 42).
- k. A First Article/Preproduction Sample is required (SP Code F).
- l. The contract has been terminated for default or convenience (R9 Code 09).
- m. The contract contains a Liquidated Damages clause (SP Code A).
- n. The contract contains Progress Payment provisions (SP Code C). (Does not apply to BOA and Indefinite Delivery Type Contract orders valued at under \$100,000). However, the order will move to PART A when the first Progress Payment is paid on that order.
- o. The contract (or documentation provided with it) is classified. (Security Classification Code C in the PINV.)

- p. The contract does not require DD Forms 250 (R9 Code 52). (Does not apply to Fast Pay orders and contracts.)
- q. The contract has been assigned for prime administration, less payment (ODO) (R9 Code 54).
- r. Manual Closeout Required by ACO (ACO manually inputs R9 Code 56).
- s. The contract requires the contractor to prepare DD Forms 375, Production Progress Reports (R9 Code 17).
- t. The contract has been received for support administration, and the ACO function is required. (Functional Limitation 6 is present).
- u. Demilitarization clause is required for final payment (R9 Code 08).
- v. Cargo Preference Act/DLA Contracts with FAR 252.247-64, AH1 and DLAR 52.249-9002 (R9 Code 22).
- w. Notice of Award - hard copy required (R9 Code 23).
- x. Integrity of Unit Prices - 52.215-26 (R9 Code 33).
- y. Rights in Tech Data/Computer Software - DFARS 52.227-7013 (R9 Code 60).
- z. Restrictive Markings on Tech Data - DFARS 52.227-7018 (R9 Code 61).
- aa. Indent of Restr Rights Comp Software - DFARS 52.227-7019 (R9 Code 62).
- ab. Restrictive Marking Reviewed by Eng (R9 code 63).
- ac. Transportation of Supplies by Sea - DFARS 252.247-7203 (R9 Code 22).

2.1.7.2 CRITERIA FOR ASSIGNMENT TO PARTS B and C

All prime contracts received for full administration that are \$99,999 or less in value, and that do not meet the criteria for assignment to Part A specified above will automatically be assigned to Part B. All support assigned contracts will automatically be assigned to Part C, except for those support assigned contracts that require the ACO Function; those will be assigned to Part A. (See also subparagraph 2.1.6.1c, Part C.)

2.1.8 MOVEMENT OF CONTRACTS FROM SECTION 1 OF THE CAR

Ideally over their lives, Part A and B contracts should move automatically from section 1 to 2, then to 5, 8, 9 and out of the system. There are situations though, in which automatic movement does not occur, or the contracts must be diverted by the ACO or DFAS into section 3 or 4. This section covers those instances in which automatic movement will not occur, and the actions that must be taken. (Movement of contracts into and out of section 4 is solely the responsibility of DFAS, and so will not be discussed further in this manual).

2.1.8.1 CONTRACTS THAT MUST BE MANUALLY MOVED FROM SECTION 1

The ACO or DFAS are responsible for the manual movement of contracts from Section 1 when:

- a. DFAS is not the payment office, e.g., the contract is ODO. Move to section 2 (for the generation of a PK9 Contract Completion Notice; (see part 2, chapter 4 of this manual) must request DFAS move to section 5 - no online (G/FNLA).
- b. No Production Surveillance responsibility has been assigned and no DD Forms 250 or other acceptance documents are required; i.e., lease agreements, bailments facilities use contracts, non-DoD contracts, and support assigned contracts. Move to section 2 (except support assigned contracts) until final payment (if any) has been made, then to section 5. Request DFAS move to section 5, DD-1593 - not an online move. In case of support multi-assigned contracts, ACO will move directly to section 5 from section 1, after the last functional assignment (i.e., Production, Property, etc.) has been completed. For additional support assignment responsibilities, see part 1, chapter 4, paragraph 1.4.2.1.2, Additional Administrative Closeout Requirements.
- c. DFAS is the payment office, but no Line Item Schedule and Shipment Record (LISSR) has been established, i.e., all those contracts on which completion of performance is not contingent upon the delivery of an end item. That definition applies to most Basic Ordering Agreements, Blanket Purchase Agreements, and Research and Development contracts. Move to section 2. Contract will automatically move or be moved by DFAS to section 5 after final payment and acceptance, and/or ACO Certification of Completion via DD Form 1593 (see part 2, chapter 4 of this manual).
- d. These contracts will all be assigned to Production Surveillance Codes 5, 7, 8, or 9. These codes will be the indication to the ACO to personally monitor these contracts and request movement when appropriate. These contracts should all remain in section 1 until completion of performance or expiration of the ordering or option periods.

2.1.8.2 MOVEMENT OF TERMINATED CONTRACTS FROM SECTION 1

- a. Partially terminated contracts will remain in section 1 until the nonterminated portion has been completed. At that time the contract will automatically move to section 2, regardless of the type of termination (default or convenience). Contracts terminated for default should remain in section 2 until the PCO assesses the reprocurement charges (if any). Once those charges have been collected, or the PCO declines to access those charges, the contract may then be manually moved to section 5 by DFAS.
- b. However, where a contract was partially terminated for convenience, and a final settlement has not yet been reached, the ACO will have to ensure movement of the contract from section 2 to 3. Further movements will be made at the direction of the TCO by the ACO upon receipt of the termination settlement agreement from the DCMC TCO.
- c. Contracts completely terminated for default will automatically be moved to section 2. Contracts completely terminated for convenience will be automatically moved by DFAS to section 3, via section 2 so that a Contract Completion Notice can be transmitted to the purchasing office (see part 2, chapter 4 of this manual for information regarding Contract Completion Notices).
- d. Upon receipt of a no cost termination modification, ensure that DFAS has taken action to close the contract.

2.1.8.3 MOVEMENT OF ALL OTHER CONTRACTS FROM SECTION 1

Prime administration contracts will remain in section 1 until completion of performance or expiration of the ordering or option period (these dates should be indicated in the CAR by R5 Remarks). Completion of performance is evidenced to the DFAS by a Z on the DD Form 250; or, where no DD Forms 250 are required, the input by Production of PSCN information or some other acceptance documents will be used.

a. Contracts with Production Surveillance Category Codes 1, 2, or 3 will have had a delivery schedule entered into the LISSR. These contracts will all remain in Section 1 until both of the following conditions have been met. A final acceptance document has been received and entered into the data system by the DFAS, and the LISSR shows that the quantity of items shipped equals the quantity of items ordered, e.g., the LISSR has been balanced.

b. In all cases where the Program and Technical Support element has had surveillance responsibilities assigned, after physical completion of the contract, Program and Technical Support will enter an R8 PSCN (Production Schedule Completion Notice). If this remark appears for a contract with Production Surveillance Category Codes 1, 2 or 3 in Part 1 of the CAR, then the ACO has a clear indication that either the final acceptance document has not been transmitted to the DFAS, or the LISSR has not been balanced, or both.

c. That condition, if not corrected, may result in the contract never moving from section 1 to 2, which may eventually cause the CAO norm analysis to be out of tolerance in the MIR System for contracts erroneously still in CAR Section 1.

d. Accordingly, when a contract has appeared in two consecutive monthend CARs in section 1 with an R8 PSCN Remark, the ACO should make the following checks: First, check to see if a final acceptance document has been entered into the system. If it has, then ascertain whether the contract requires destination acceptance. If it does, the ACO can be assured that the DART System (see part 2, chapter 3 of this manual) is automatically tracking and following up on any required destination acceptance. If, however, the contract requires source acceptance, and a final acceptance document has not been transmitted to the finance office, then the ACO needs to coordinate action with the CAO Terminal, the QAR, and/or the contractor to get the final acceptance document transmitted.

e. If the final acceptance document has been transmitted and accepted by the finance office, then almost certainly there are some remaining open line items in the LISSR. Action then should be coordinated with the production element to ascertain the appropriateness of the R8 PSCN Remark. If the remark was entered in error, the production element should take action to delete the remark. If it appears that the remark entry was appropriate the contract abstract (with shipment data) (UNMD040D) should be requested (Host Data Base Function 8 may also be reviewed) and reviewed with the assigned Industrial Specialist or Contract Management Assistant. Action may then be taken to correct the LISSR.

f. Once the problem condition has been corrected, the contract will automatically move to section 2. Note: ACOs should never attempt to deal with such a problem by manually moving the contract to section 2. The system will allow such a move, but as long as the LISSR is unbalanced, or final acceptance has not been made, then the system will not allow the contract to move to section 5. By manually moving the contract, the ACO will have masked the problem condition, and by the time the problem has been identified, the contract may have already become overage.

2.1.9 MOVEMENT OF CAR PART A CONTRACTS INTO SECTION 3

With the ACO supervisor's concurrence, contracts may be moved into section 3 when performance on the contract has ceased, and closeout of the contract is contingent upon events or actions clearly beyond the control of the ACO as listed below and in part 1, chapter 5, Record Dormant Reason Codes. Such events/actions are strictly limited to the following:

- a. The contract is the object of, or is included in an appeal to the Armed Services Board of Contract Appeals (Reason for Dormancy Code BCA). By request DFAS will move from 1 to 3, input R3 and Reason Code BCA.
- b. The contract has been terminated for convenience and a final settlement has not yet been made (Reason Code TERM-C). (Contracts completely terminated for convenience will automatically be moved to Section 3.)

2.1.9.1 MOVEMENT OF PART B CONTRACTS INTO SECTION 3

There is no section 3 in Part B of the CAR. Accordingly, the system will automatically move Part B contracts to Part A and insert R9 Standard Coded Remark 56 when those contracts are moved to section 3.

2.1.9.2 REVIEW OF DORMANCY REASON CODES

Once contracts have been entered into section 3, they should be reviewed periodically to see if the Reason for Dormancy Code originally entered accurately reflects the current status of the contract. If not, that code should be updated. For example, a contract was originally entered into section 3 with the Reason Code BCA. Since then, the appeal has been disposed of, but the contractor has filed for protection under the Bankruptcy Act. Accordingly, the Reason Code should be updated to BKRPT. In addition, if the Estimated Completion/Closing date is anticipated to exceed the allowed Overage date then an ECD and Reason Code must be entered (see subparagraph 2.1.5.1c, 2.7 (input instructions, and DLAM 8105.1, 204.804-4). This transaction will cause a PKX notification of delay in closing be transmitted to the PCO as required by MILSCAP (Military Standard Contract Administration Procedures DoD 4000.25-5-M).

1.5.2.35 RECORD DORMANT REASON CODES

| <u>CODE</u> | <u>EXPLANATION</u> |
|-------------|--|
| BCA | Armed Services Board of Contract Appeals (ASBCA) Case |
| TERM-C | Termination for Convenience |
| PL | Public Law-Claim Pending (e.g., PL 85-804) |
| BKRPT | Bankruptcy |
| CIL | Contractor in Litigation |
| CLL | Under Investigation |
| GUA | Contract containing provisions for extended testing periods after shipment and before final notice of acceptance from an estimation where final payment is withheld from contractor. |
| LLD | Labor Law Determination |
| VE | Contingent Value Engineering Payment |

2.1.10 ACO ALERTS

a. ACO Alerts are part of a management system which notifies the ACO that certain actions and/or reports are due in order to complete certain contract administration actions. ACO Alerts are system generated reports Part A contracts only which serve as management suspense tools for the ACOs. These alerts are generated based upon certain conditions (R8, R9, etc.) listed below and require ACOs to (1) verify that the contractor has submitted the required contractual reports/statements and request them if the contractor has not complied, and/or (2) initiate appropriate contract closeout.

b. ACO Alerts are identified as follows (samples and descriptions can be found at 2.6, Output Products):

| <u>REPORT NUMBER</u> | <u>TITLE</u> |
|----------------------|---|
| UYCD01 * | ACO Alert Report |
| UYCD02 * | ACO Closeout Report |
| UYCD03 | Contract Administration Completion Record (DD Form 1593) |

*An online inquiry application (Screen CT 5806 - see part 1, chapter 6) is available on the Functional Host Data Base which displays the date on which the next ACO alert will be generated.

2.1.10.1 ACO ALERT REPORTS, UYCD01

a. These alerts are issued based upon the presence of certain R9 remarks in the data base (R9 remarks being input conditioned on the applicable contract clauses and/or contract type). NOTE: Suspense dates for R9 codes 16, 18, and 41 must be entered by the ACO. Dates entered must be equal to or greater than the date of input. This action is required in order for the system to automatically calculate and generate subsequent suspense dates.

b. The following describes the ACO Alerts by appropriate R9 codes and the condition for system generation. NOTE: Suspense dates for R9 codes 16, 18, and 41 must be entered by the ACO. Dates entered must be equal to or greater than the date of input. This action is required in order for the system to automatically calculate and generate subsequent suspense dates.

(1) PATENT RIGHTS REPORT DUE.

(a) Contract data base contains R9 Code 02.

(b) Reports are issued annually from the effective date of the contract until it moves to CAR Section 2.

(2) SPECIAL TOOLING REPORT REQUIRED.

(a) Contract data base contains R9 Code 03.

(b) One time report issued upon first delivery of an item (processing of first DD 250 under the contract).

(3) FINANCIAL REPORT REQUIRED.

(a) Contract data base contains R9 Code 16 which will be generated based upon contract types R, S, T, U, V, or W. The date which follows the remark must be entered by the ACO.

(b) Initial report issued based upon R9 date.

(c) Quarterly reports thereafter until the contract moves to section 2.

(4) FIXED PRICE INCENTIVE/REDETERMINATION QUARTERLY STATEMENT DUE.

(a) The R9 Code 18 is system generated based upon the contract types A, B, L, or M, except for the date which must be entered by the ACO.

(b) Initial report is issued based upon the R9 date.

(c) Quarterly reports thereafter while the contract remains in section 1.

(5) NASA NEW TECHNOLOGY REPORT DUE.

(a) R9 Code 21 entered by DFAS.

(b) Reports will be issued annually from effective date of the contract until movement to section 2.

(6) OCEAN VESSELS

(a) R9 Code 22 entered by Comptroller.

(b) ACO input when advised by contractor that ocean vessels will be used.

(c) Report will be generated to ACO when 50 percent of contract price has been invoiced.

(7) LABOR STANDARDS PROVISIONS.

(a) The contract data base contains R9 Code 40.

(b) One-time report based upon initial input of the code on either a new contract or via addition of the code on a modification or correction action.

(8) FACILITIES/LEASE RENTAL STATEMENT/PAYMENT DUE

(a) The R9 Code 41 is in the contract data base along with the date when the first report/payment is due as entered by the ACO.

(b) Initial report issued based upon R9 date.

(c) Quarterly report issued thereafter until contract moves to section 2.

(9) LIMITATION OF COST OR FUNDS ALERT

(a) R9 Code 49 in contract data base.

(b) One-time report issued when 70 percent of the obligated value has been expended.

(c) However, an additional report will be issued if the obligated value is increased or decreased and a new 70 percent threshold established and exceeded.

2.1.10.2 ACO CLOSEOUT ALERTS (UYCD02)

These alerts are issued based upon the existence of an R8 Production Complete remark; movement of contract to CAR, Section 2; or 60/120 days prior to final delivery date (FDD).

a. ACO CLOSEOUT ALERT

(1) Issued based upon existence of R8 Production Complete remark for firm fixed priced contracts/orders.

(2) Issued upon movement of contracts/orders to CAR Section 2 for other than firm fixed price.

NOTE: If the ACO Alert Report (UYCD01) is due at the same time as the ACO Closeout Alert (UYCD02), the UYCD02 will be issued in lieu of the UYCD01. The closeout alerts will be issued for the contracts/orders which have any R9 Codes applicable to ACO Alert Reports (UYCD01) except for R9 Code 40, Labor Standards Provision.

b. ACO 120 DAY CLOSEOUT ALERT

One-time 120-day alert report issued 120 days prior to the FDD for all facilities contract/lease agreements (Kind of Contract Code 7).

2.1.10.3 CONTRACT ADMINISTRATION COMPLETION RECORD REPORT (DD FORM 1593), UYCD03

This is a one-time alert issued based upon R8 Production Complete Remark or movement of contract to CAR Section 2 provided a Property Administrator Code is assigned.

a. Issued based upon R8 Production Complete Remark for firm fixed price contracts/orders.

b. Issued based upon movement to CAR Section 2 for other than fixed price contracts/orders.

NOTE: Upon receipt, the report must be forwarded to the Property Administrator and/or other functional representatives, as appropriate.